

**The Constitution and By-Laws  
Wildlife Achievement Chapter Inc.  
The Izaak Walton League of America  
August - 2023**

---

---

**Constitution**

---

---

**Article I - Name**

The name of this corporation, hereinafter called the Chapter, is the “Wildlife Achievement Chapter of the Izaak Walton League of America, Inc.”

---

**Article II - Objectives and Policies**

**Section 1.** The purposes for which the Chapter is formed and the activities to be carried on and promoted by it are:

*To work for the protection and restoration of woods, waters, and wildlife, the buying and acquisition of lands and erection of a clubhouse for a permanent headquarters, and the mutual improvement of its members in the outdoor arts, including, but not limited to, raising, planting, and improving habitat of game animals and fish.*

**Section 2.** No part of the income of this Chapter shall inure to the benefit of any private shareholder or individual, but shall be used exclusively for the purposes and objectives of the Chapter.

**Section 3.** No member of this Chapter shall have any individual interest in any of the funds or property of the Chapter.

**Section 4.** This Chapter, in all of its activities, shall be non-political and non-sectarian, and it shall be operated as a local subdivision of the Izaak Walton League of America, Inc., with policies and objectives in accord with those of the Izaak Walton League of America, Inc., and the Maryland State Division of that League.

---

**Article III - Membership**

**Section 1.** Any person, who is of good character, reputation and morals, who is sixteen or more years of age, shall be eligible for membership in this Chapter.

**Section 2.** Every application for membership shall be endorsed by at least one member in good standing of the Chapter, and shall be accompanied by the required initiation fee and current dues. The proposed applicant must be present personally at one Board of Directors meeting of this organization prior to being voted upon.

**Section 3.** Before being presented for election to membership at a general membership meeting, an applicant for membership must first obtain the approval of the Board of Directors by a majority vote of the Board members present at a regularly scheduled Board meeting with a quorum, and notice of same must be distributed to the general membership. If requested by a Board member, the chairman of the Board meeting must suspend the meeting for the purpose of meeting in executive session before returning to regular session and the vote for approval of any membership application by the Board. Any applicant for membership who fails to obtain approval of the Board of Directors may reapply for membership only after the expiration of six months from the date of the Board meeting at which such applicant failed to obtain such approval.

**Section 4.** An applicant for membership shall be elected to membership only upon the vote of at least a 2/3 majority of the members in good standing present at any general membership meeting with a quorum, as defined in Article VIII. Any applicant who fails to be elected to membership may reapply for membership only after the expiration of six months from the date of the general membership meeting at which such applicant failed to be elected to membership.

**Section 5.** All newly elected members, shall undergo a probationary period, no more than three years in length. The probationary period is determined by the Board of Directors, and will be provided in writing to new members prior to their being presented to the BOD for consideration. When it is deemed to be in the best interests of the Chapter, the Board may vote, with a two third majority, to waive up to 12 months of the remainder of a probationary period for a member otherwise in good standing.

During this period, all probationary members will be required to participate in Chapter activities. Activities may include, but are not limited to: Chapter maintenance days, event fundraisers, committee projects, conservation projects or Chapter social events. New members failing to meet this requirement will be ineligible for membership renewal for one year, after which, application can be submitted as a new member.

During the probationary period, the member may be expelled by a two-thirds vote of the Board of Directors present at a regularly scheduled meeting. Upon expulsion, under this section, all unused dues will be refunded. Current probationary requirements will be listed on the membership application in use at the time. For applicants with special needs, a written request for an exemption, can be filed with the Board of Directors for consideration.

In the event that unusual circumstances prevent a probationary member from successfully fulfilling any probationary requirements during the probationary period and suitable accommodations are unsuccessful or are unavailable, the Board of Directors, by a two thirds majority, may suspend, excuse, modify, reduce or extend any such probationary requirements and/or probationary period. Such unusual circumstances may include, but are not limited to, physical, mental or emotion conditions, deployment in the military, employment in an unusual occupation or such other unusual circumstances as determined by the Board of Directors.

---

## **Article IV - Board of Directors**

The government of the Chapter, the direction and supervision of its work, and the management of its financial and business affairs shall be vested in the Board of Directors, which consists of the officers of the Chapter, the immediate Past President, and seven other members, to be elected at the annual meeting.

---

## **Article V - Officers**

**Section 1.** The officers of this chapter shall consist of President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Corresponding Secretary, Membership Secretary, Treasurer, Sergeant-at-Arms, Parliamentarian and Chaplain, all of whom shall be members in good standing. They shall serve for one year, or until their successors have been elected and installed.

**Section 2.** No member of this Chapter may hold any of the elective offices until a probationary period has been completed as stipulated in Article III, Section 5.

---

## **Article VI - Amendments**

This Constitution may be repealed or amended, or a new Constitution may be adopted, by a two-thirds vote of the members in good standing, present and voting at a meeting of the Chapter, provided that the proposed amendment has been submitted in writing at a prior meeting, and that notice of the proposed change, and the date at which the proposed change is to be voted on shall be distributed by the Corresponding Secretary to each member not less than 30 days prior to the date of the meeting at which action thereon shall be taken.

---

---

# Bylaws

---

---

## Article I - Initiation Fees and Dues

- Section 1.** There shall be an initiation fee, in an amount fixed by the Board of Directors, with membership approval, submitted by each applicant for membership, which, in the event of non-election, shall be refunded.
- Section 2.** The Board of Directors shall fix annual dues in this chapter, with membership approval. New members admitted after October 1 will pay a full year's dues and will be paid up for the ensuing year.
- Section 3.** Dues shall be payable annually, in advance, for the ensuing year, on or before the last day of December. Current memberships will expire on that day.
- Section 4.** The Membership Secretary shall send statements of annual dues to each member at least 30 days prior to the expiration date of December 31 of the current year.
- Section 5.** Any member whose dues have not been paid before the first day of January in any year shall no longer be a member in good standing and shall lose all Chapter privileges.
- Section 6.** By the second week in January the Membership Secretary shall mail a second and final bill to members who have not paid by December 31. A late fee may be assessed to the dues payment as noted on the second bill. If payment is not received by February 1<sup>st</sup>, the member shall be dropped from the rolls and must re-apply for membership.
- Section 7.** Unpaid dues of a member, for sufficient cause shown, may be remitted or suspended by a three-fourths vote of the Directors present at a regular meeting of the Board of Directors.
- Section 8.** Any member who has been dropped for non-payment of dues may make an application again for membership as a new member, except that the Board of Directors or the Membership Secretary may waive the requirement of an initiation fee.
- Section 9.** Children of members in good standing of the Wildlife Achievement Chapter may,

when sixteen years of age and less than twenty-one years of age, submit an application for membership in the Wildlife Achievement Chapter accompanied only by the current membership fee. The intent of this section is to waive payment of the initiation fee.

**Section 10.** A Chapter life membership is available for members of the Wildlife Achievement Chapter. The dues shall be fixed by the Board of Directors and approved by the membership. Life membership in the Chapter will maintain the member in the Chapter for life. In order to remain a member in good standing, the member must continue membership in the National and State Organizations, with annual remittance of National and State dues, unless also a National and State Life Member, in which case, no additional dues to National or State need be paid. Life membership in each of the National, State, and local Chapter exempts the member from dues for life.

---

## **Article II - Meetings**

**Section 1.** Section 1. The annual meeting shall be the first regular meeting during the month of December and held at such time and place as shall be fixed by the Board of Directors. At the annual meeting, the reports of the President and Treasurer for the preceding year shall be presented and acted upon. Officers and Directors elected at the August meeting shall be installed. Reports of other officers and chairmen of committees for the preceding year shall also be presented at the annual meeting if required by the Board of Directors.

**Section 2.** Regular meetings of the Chapter shall be held monthly, on the fourth Wednesday, at the chapter house, unless the Board of Directors designates a different date or location.

**Section 3.** Special meetings may be called by the President at any time, and shall be called by the Corresponding Secretary upon written request of three Directors or fifteen members in good standing, provided such request specifies the purpose for which the meeting is to be called. No business shall be transacted at any special meeting except such business as shall have been specified in the notice of such meeting. If the Corresponding Secretary calls a special meeting, a date for such meeting shall not be less than five nor more than ten days after the receipt of the request.

**Section 4.** The Corresponding Secretary shall distribute notice of both regular and special meetings to each member in good standing, not less than four days prior to the date of the meeting.

**Section 5.** Voting at membership meetings shall be by voice method, except that upon the request of three members the voting shall be by secret ballot. Voting for the

Officers and Directors shall be by secret ballot. The privilege of voting is limited to members in good standing.

---

### **Article III - Elections**

- Section 1.** A Nominating Committee of five members in good standing shall be elected by the membership at the regular meeting in May of each year. No member of the Nominating Committee shall stand for elected office. The chair will be selected by the Committee.
- Section 2.** The Nominating Committee shall present a slate at the June meeting consisting of at least one candidate for each of the elective offices. The slate of candidates proposed by the Nominating Committee shall be distributed by the Corresponding Secretary to each member with the notice of the July meeting.
- Section 3.** The Corresponding Secretary shall incorporate in the notice of the August meeting a list of the nominees presented by the Nominating Committee, together with those nominated from the floor, indicating the manner of nomination.
- Section 4.** At the August meeting the Officers shall be elected for the term of one year. A sufficient number of Directors shall be elected, for a term of two years, to fill the existing vacancies being created at that time which shall bring the total number of Directors to seven.
- Section 5.** Other nominations than those recommended by the Nominating Committee may be made by any member from the floor at the July meeting, all nominations to close with the adjournment of that meeting. The Nominating Committee shall be responsible for providing the ballots for the election. The nominees for offices, other than Directors, receiving a majority of votes cast by members in good standing shall be declared elected. In the event no candidate receives a majority of the votes cast, the candidate receiving the least number of votes shall be dropped and another vote taken. This procedure shall continue, dropping the lowest candidate upon tabulation of each succeeding ballot, until one of the candidates for the respective office shall have received a majority of all the votes cast. The number of nominees for Director required to bring the total number to seven, receiving the highest number of votes shall be declared elected. In the event of a tie vote for any office, lot shall determine the choice.
- Section 6.** The President shall appoint a committee of three Judges, who are not members of the Board of directors or candidates for election, to have supervision over the election and to tabulate the vote.

**Section 7.** Each member in good standing present may cast one vote in person for each elected office.

---

## **Article IV - Board of Directors**

**Section 1.** The Board of Directors shall hold regular meetings at such time and place as it shall determine. Special meetings may be held on the call of the President, and shall also be called by the Recording Secretary at the written request of three Directors, providing such requests specify the subject to be considered. The Recording Secretary shall fix the time and place of such meeting, which shall be not more than ten days after the receipt of such request. A special electronic meeting may be held for any purpose except elections and other important and/or sensitive matters upon notice to all Board members be either E-mail or telephone. All E-mails and voting must specify the matter in the subject line and must be directed to the Recording Secretary. The response time to vote will be three full days unless a different response time is indicated. A motion made in an electronic meeting will pass only by two thirds vote of all Board members. The recording Secretary will record in the minutes and send same to Board members.

**Section 2.** The Board of Directors shall have the power to fill all vacancies on the Board of Directors and among the offices of the Chapter.

**Section 3.** The Board of Directors may adopt rules, consistent with these Bylaws, governing the use of Chapter property, and conduct on the premises and at meetings of the membership of the Chapter.

**Section 4.** No debts shall be incurred, or money disbursed, without approval of the Board of Directors, provided, however, that such approval may be given by the adoption by the Directors of a budget to cover all ordinary, and necessary or regular recurring expenses. In such event, approval of each expenditure within the budget appropriation will not be required. The annual budget and all other appropriations shall be approved by the membership of the Chapter at a regular or special meeting. All appropriations or obligations not approved in the budget involving the expenditure of One Thousand (\$1,000) Dollars or more in total shall be approved in advance by the membership of the Chapter at a regular or special meeting, in advance of the payment of funds.

**Section 5.** The Board of Directors shall do all things necessary to promote the objects and usefulness of the Chapter. Its powers, to these ends, shall be restricted solely by the Articles of Incorporation, the provisions of these Bylaws, and the laws of Maryland.

---

## **Article V - Duties of Officers**

### **Section 1.**

The President shall:

- a.** be the Chief Executive Officer of this Chapter, and Chairman, ex officio, of the Board of Directors,
- b.** preside at all meetings of the membership and of the Board of Directors, and perform all duties incident to this office,
- c.** with the advice and approval of the Board of Directors, appoint all chairs of the standing committees,
- d.** be a member, ex officio, of all committees,
- e.** appoint all special committees, and
- f.** have custody of the Treasurer's bond, if and when such a bond is required.

### **Section 2.**

The First Vice-President shall act in the absence of the President and shall also monitor, supervise, and report on the activities of such committees as may be assigned by the Board of Directors. The Second and Third Vice-Presidents, in that order, shall perform the duties of the President in the absence of the President and First (and Second) Vice-President. They shall monitor, supervise, and report on the activities of such committees as may be assigned to them by the Board of Directors. In the absence of these four officers, the Recording Secretary, the Corresponding Secretary, and the Treasurer, in that order, shall temporarily perform the duties of the President.

### **Section 3.**

The Recording Secretary shall:

- a.** be the custodian of all records of the Chapter, other than financial,
- b.** maintain longhand or typewritten records of the minutes of all meetings of the membership and of the Board of Directors,
- c.** be the officer of the Chapter over whose signature all official transcripts of the minutes shall be certified,
- d.** preserve all books, documents, and records of communications,
- e.** deliver to the Board of Directors all books, papers, and property of the Chapter at the end of office, and
- f.** place in safekeeping with the Treasurer, valuable papers such as deeds, contracts, etc., in order that they may be kept in the Chapter's safe deposit box.

### **Section 4.**

The Corresponding Secretary shall:

- a.** be the custodian of the official correspondence of the Chapter,

furnishing copies of all official communications to the Recording Secretary,

- b.** prepare and distribute the monthly bulletin and notices of membership and Board of Directors meetings, and
- c.** deliver to the Board of Directors all records of the Chapter at the end of office.

**Section 5.**

The Treasurer shall:

- a.** receive and disburse the funds of the Chapter,
- b.** be the custodian of the funds, securities, books of account, and financial records,
- c.** deposit or invest such funds as directed by the Board of Directors,
- d.** give acceptable bond, if the Board requires, in such sums as the Board may determine, for the faithful performance of duties (in the event bond is required, the Chapter shall bear the expense),
- e.** make reports to the Board of Directors at frequent intervals,
- f.** keep the necessary itemized accounts of receipts and disbursements, and vouchers covering all expenditures (such records shall be subject, at all reasonable times, to inspection by any Director),
- g.** at the end of office, shall make proper accounting to, and shall deliver all books and records to the Board of Directors, and
- h.** serve as chairman of the Budget/Finance Committee.

**Section 6.**

The Sergeant-at-Arms shall:

- a.** keep and maintain order at all meetings of the membership, and may be assisted by such additional members as may be designated by the President, and
- b.** be responsible for members and guests to sign the Record Book and to ensure that the facilities are prepared for the Board and Membership meetings. This also includes responsibility for accommodating guest speakers by providing a podium, a table for audio-visual equipment, a microphone, etc.

**Section 7.**

The Membership Secretary shall receive all dues, deliver them to the Treasurer, maintain the membership records, mail out membership cards, prepare and mail bills to members for dues, prepare a list of delinquent members so that referrals can be made, and send monthly records of dues, new members, and address changes to the National Office.

**Section 8.**

The Parliamentarian shall be the final source of all questions concerning the

Constitution, Bylaws, and procedures at meetings. Duties shall also include keeping an accurate listing of attendees at meetings.

**Section 9.** The Chaplain shall be charged with offering an appropriate prayer and pledge at the beginning of each meeting and shall be responsible for the remembrances for sick and deceased members.

---

## **Article VI - Delegates**

- Section 1.**
- a.** Members who wish to serve as delegates to the National Convention shall submit their names to the Recording Secretary. At its May meeting, the Board of Directors may elect as many Delegates and Alternates to the National Convention as are allowed this Chapter by the current Constitution and By-laws of the Izaak Walton League of America.
  - b.** At its May meeting, the Board of Directors may elect one Delegate and one Alternate to the annual meeting of the Maryland State Division of the Izaak Walton League of America for each Delegate allowed this Chapter by the current Constitution and By-laws of the State Division.
  - c.** To the meetings of the Maryland State Division, the immediate Past President of this Chapter shall represent the Chapter as a Director on the Board of Directors of the Maryland State Division of the Izaak Walton League of America. If the immediate Past President is unable, for any reason, to represent the Chapter, the incumbent President shall appoint a member in good standing to serve in this office.
- Section 2.** The number of delegates in each of the foregoing categories shall be ascertained and certified by the Recording Secretary, based upon the membership of the Chapter as shown by the Corresponding Secretary's record of remittances to the National Headquarters at the time of the May meeting.
- Section 3.** The Chapter may defray the expenses of one or more elected delegates to the National Convention.
- Section 4.** The Board of Directors shall set the rules under which the Delegates and Alternates shall work at the convention.

## Article VII - Committees

### Section 1.

- a. The President shall appoint, with the approval of the Board of Directors, the chairmen of the Standing Committees and of such other committees as may from time to time be authorized, with the exception of the Budget/Finance Committee.
- b. The Budget/Finance Committee shall consist of the President, First Vice-President, Treasurer, and four other members to be appointed by the President with the approval of the Board of Directors.
- c. The chairmen of the individual committees, except Budget/Finance, shall select members of their committees, and any member in good standing may join any committee on which he desires to serve.

### Section 2.

Each committee may adopt rules consistent with these Bylaws to govern its own procedure. Such rules may provide, among others, the chair, and for division into appropriate sub-committees. Each committee shall keep adequate records of disbursements and shall make proper accounting to the Board of Directors for all funds received, and disbursed by it. All rules of procedure adopted by committees, designations of committee officers and all committee expenditures, shall be subject to approval by the Board of Directors.

### Section 3.

It shall be the duty of each Standing Committee to consider all questions pertaining to the particular subjects assigned to it in Section 7 of this Article, and report its recommendation to the Board of Directors. There shall be referred to such Committees suggestions and proposed legislation affecting the interests of the Chapter or of the interests of the community in which the Chapter has an inherent interest. Nothing herein contained shall limit the right of any Standing Committee to originate proposals concerning the subjects assigned to it.

### Section 4.

When approved by the Board of Directors, and not until so approved, the recommendations of the Standing Committees shall become the action or policy of the chapter. Each approval shall be reported by written notice to the members, or orally at any regular meeting. Notwithstanding the provisions of this Section, the Board of Directors may proceed to consider and act upon any question, without awaiting the report of the Committee which would normally make recommendations concerning such question.

### Section 5.

The Standing Committees shall be: 1) Budget/Finance, 2) Membership, 3) Conservation, 4) Program/Entertainment, 5) Publicity/Public Relations, 6) House/Grounds, 7) Trap/Skeet, 8) Rifle/Pistol, 9) Archery, 10) Save Our Streams, 11) Christmas Tree, 12) Air Rifle, 13) Hall Rentals, 14) Food and Beverage, 15) Cowboy Shoots, 16) Hunter Safety, 17) Adopt-A-Road, and 18) Recycling.

## **Section 6.**

Functions of Standing Committees: All committees with annual expenditures of five hundred dollars or more shall submit an annual budget, detailing any expected expenses and revenues, to the Budget/Finance Committee for consideration for inclusion in the Chapter's budget for the following year. An annual report shall be made, and if appropriate, an inventory as of the close of business on December 31<sup>st</sup> shall be taken. All budgets and reports are subject to audit by the Budget/Finance Committee or their designated representative.

- a.** Budget/Finance. The Budget/Finance Committee shall audit, or cause to be audited, annually, the books and accounts of the Chapter. This shall be done at the close of business for the fiscal year and shall report its findings to the Board of Directors and the membership. The Committee shall be responsible for the preparation of an annual budget. All recommendations for expenditures outside the budget shall be submitted to the Board of Directors. The Committee shall be responsible for the preparation of a long range plan for managing the Chapter's financial assets, said plan to be executed by the Treasurer.
- b.** Membership. The Membership Committee shall perform functions of the Chapter relative to the maintenance of a desirable membership roll. It shall consider each application for membership, and advise the Board of Directors concerning eligibility of applicants.
- c.** Conservation. The Conservation Committee shall consider matters pertaining to conservation. It shall work with appropriate authorities of the State of Maryland and/or Montgomery County in such a way as to lend the active support of this Chapter to all projects having to do with wildlife management as well as abatement of soil erosion and pollution. This committee shall make recommendations to the Board of Directors regarding the form and subject matter of all legislative proposals which may fall within the scope of this Chapter's interest. It shall work closely with the Maryland State Division so as to correlate action by this Chapter with that backed by the State Division.
- d.** Programs/Entertainment. This Committee shall arrange programs and entertainment at regular or special meetings of the membership, with the objective of providing interesting, educational, and entertaining features. It shall work closely with the officers of the Chapter, so as to correlate programs and entertainment with the regular business of the Chapter at meetings. This Committee shall furthermore arrange fishing parties, picnics, and other forms of entertainment off the premises of the Chapter, and assume responsibility for their successful execution.

- e. **Publicity/public Relations.** This Committee shall be responsible for securing as much favorable publicity as possible for the Chapter through all media of distribution. This includes, in addition to newspaper and radio, arrangements for the presentation of the work and purposes of the Izaak Walton League through speakers at meetings of other organizations and at community affairs in which the Izaak Walton League may be represented.
  
- f. **House/Grounds.** This Committee shall be charged with the maintenance and preservation of the Clubhouse, with supervision of construction, and restoration of damage which may occur from any cause. It shall recommend to the Board of Directors any action that it may deem advisable in connection with the Chapterhouse. This Committee shall also be responsible for the care, preservation, and beautification of the grounds surrounding the Chapterhouse, and for maintaining same in a clean and orderly manner. When approved by the Board of Directors, modification or changes in the outbuildings, trees or other fixed features of the grounds, shall be under the jurisdiction of this committee. It shall work closely with, and assist, any special committee which may be authorized to use the grounds of the Chapter for organized outings, picnics, etc.
  
- g. **Trap/Skeet.** The Trap/Skeet Committee shall be charged with the operation and maintenance of the traps and shall be given charge of any funds set up for this purpose. The Committee shall be given charge of the supplies on hand, authorized to procure gun shells, clay targets, make any repairs to or replacement of the traps, trap houses, skeet houses and maintain such parts of the Chapter grounds as are used for the trap and skeet ranges. This Committee shall also establish a set of rules to govern the use of the ranges, publish a copy of it, and post it on the Chapter's bulletin board. A monthly report of receipts shall be made to the Board of Directors. The maintenance of the grounds will be in cooperation with the House/Grounds Committee.
  
- h. **Rifle/Pistol Range.** This Committee shall be charged with the operation and maintenance of the rifle and pistol ranges and all ground area covered by the ranges. The Committee will be charged with the drawing up of a set of rules to regulate the discharge of rifles on the rifle range and pistols on the pistol range. The safety rules should conform to the current rules of the National Rifle Association. The Committee will be given charge of such operating funds as the Board of Directors shall authorize and shall make a monthly report to the Board of Directors of all receipts and disbursements. The maintenance of the grounds will be in cooperation with the House/Grounds Committee.

- i.** Archery Range. This Committee shall be charged with the operation and maintenance of the Archery Range and all ground area covered by the range. The Committee will be charged with the drawing up of a set of rules to regulate the discharge of bows and arrows on the range. The safety rules should conform to the current rules of the National Field Archery Association and the Association of Maryland Bow Hunters. The maintenance of the grounds will be in cooperation with the House/Grounds Committee.
- j.** Save Our Streams. This Committee shall concern itself with water quality issues impacting the Chapter and the State and National organizations. It shall provide leadership for river clean up activities and participate in stream monitoring and other water quality issues that may arise.
- k.** Christmas Trees. This Committee shall buy, plant, care for, grow, and sell Christmas trees.
- l.** Air Rifle. This Committee shall operate and maintain the Air Rifle Range. They will draw up rules to regulate the discharge of air guns on the range in accordance with the rules of the National Rifle Association and the American Airgun Field Target Association.
- m.** Hall Rental. This Committee is responsible for renting the Chapter House and/or grounds, with due regard for the care and safekeeping of Chapter equipment.
- n.** Food and Beverage. This Committee shall buy, prepare, and serve food and beverages at Chapter membership meetings and at such other functions as are appropriate and agreed to.
- o.** Cowboy Shoots. This Committee shall schedule and conduct such Cowboy Action Shoots as are approved by the Board of Directors. These Shoots shall be coordinated with the Rifle/Pistol Committee and should be conducted in accordance with the rules of the Single Action Shooting Society.
- p.** Hunter Safety. This Committee shall conduct Hunter Safety or other Department of Natural Resources programs of instruction in accordance with the regulations of that Department. Only certified Hunter Education Instructors shall be eligible to serve as Chairman of this Committee.

- q. Adopt-A-Road. This Committee shall schedule and conduct a minimum of four cleanups of Mullinix Mill Road from Route 108 to the Patuxent River each year.
  - r. Recycling. This Committee shall collect and turn in for recycling such waste materials as is practical to recycle. It shall also seek to advance the practice of recycling in such Chapter activities as it sees fit.
- 

### **Article VIII – Quorum**

A legal quorum of the membership of this Chapter shall be twenty members in good standing; and of the Board of Directors and Committees, a majority thereof.

---

### **Article IX – Removals of Officers and Directors**

At any duly called meeting of the membership of the Chapter, any elected Officer or Director may be removed from office by a two-thirds vote of the members present. No such action shall be taken except on written charges of neglect of duty or of disreputable conduct, signed by at least three members of the Board of Directors, or fifteen members in good standing. The Corresponding Secretary shall send such charges by registered mail to the last known address of the Officer or Director against whom they are preferred. The Board of Directors shall afford the accused Officer or Director a hearing, which shall be held not later than the second meeting of the Board of Directors following the forwarding of the charges, and shall only refer the charges to the membership when a majority of the Directors present at the meeting, have signified that, in their opinion, such action is warranted. In such case, the Officer or Director shall stand suspended from the performance of duties until action is taken by the membership of the Chapter. No motion to table such action on the matter, at any meeting of the membership, shall be entertained. For the purpose of this section, failure to attend three consecutive meetings of the Directors, and/or the membership, without reasonable explanation shall be considered de facto neglect of duty.

---

### **Article X – Suspension and Expulsion of Members**

At any duly called meeting of the membership of the Chapter, any member may be expelled by a two-thirds vote of the members present. Any member of the Chapter may present to the Board of Directors written charges against any other member provided that there is probable cause to believe that the accused member engaged in conduct that was a violation of the Chapter Constitution, By-Laws or any Range Rules & Regulations or any other unsafe or disreputable activity or otherwise endangered the good order and welfare of the Chapter. Such charges shall be presented to the Corresponding Secretary who shall notify the member of the substance of the

written charges by regular mail to the accused member at his last known address but such notification shall not include the identity of the member presenting the written charges. The Board of Directors shall grant a hearing to the accused member, which shall be held not later than the second meeting of the Board of Directors following the mailing of the charges to the member. If a two-thirds majority of the Directors present refer the matter to the membership for consideration of expulsion, it shall suspend the accused member from all privileges of membership until the charges have been acted upon by the membership. If a two-thirds majority of the Board of Directors present determines that the accused member has engaged in severe misconduct which includes, but is not limited to, permitting a non-member to use their chapter credentials in the members absence, verbal or physical assault, battery, theft, or any other conduct which is criminal or otherwise offensive in nature, the Board of Directors may expel or suspend a member without having to present it to the general membership. All expulsions are subject to appeal to the State Division and any member expelled shall be advised of his or her rights to appeal this action.

In the event a member or their guest engages in conduct or behavior which is determined to be a safety violation or disregard of range or chapter rules, the members of the committee in charge of the area where the violation occurred, will determine the penalties. The committee chair will notify the member of any penalties associated with the violation. Penalties can be a warning, suspension of a members range privileges for a set period of time and/or member can be required to retake the chapter range orientation and safety class in order to regain their range privileges. Upon and range suspension, the member is not to use any chapter ranges on their own or as a guest of another member. Their gate access card will have the range gate feature disabled.

---

## **ARTICLE XI – FUNDS AND DISBURSEMENTS**

- Section 1.** No disbursements of funds of this Chapter shall be made, except as otherwise provided herein, unless the Board of Directors shall have approved the same.
- Section 2.** All disbursements of funds shall be by check signed by the Treasurer, or by electronic Payment of funds from the checking account approved by the Treasurer, or by the President in the absence of the Treasurer.
- Section 3.** Funds collected in the course of Chapter activities shall be considered funds of the Chapter and shall be turned over to the Treasurer or deposited in a Chapter bank account no less often than quarterly.

---

## **ARTICLE XII -- DISSOLUTION OF CORPORATION**

In the event of the dissolution of the Chapter for any cause, its funds and property shall not be disbursed to any individual or group of individuals. If there be no successor corporation or association in which the majority of the membership are represented, all funds and property shall be transferred to the Izaak Walton League of America.

---

## **ARTICLE XIII -- ORDER OF BUSINESS**

The following order of business shall be observed at all meetings of this Chapter:

Meeting called to order

Pledge to the Flag

Prayer

Roll call of officers (at Board of Directors meeting only)

Acceptance of the preceding meeting minutes

Election of Officers (if appropriate)

Introduction and acceptance into membership of new members

Officers Reports

Committee Reports

Old business

New business

Adjournment

---

## **ARTICLE XIV – PARLIAMENTARY GUIDE**

The rules contained in “Robert’s Manual of Parliamentary Rules” shall govern the proceedings of the Chapter, the Board of Directors, and Committees, when not in conflict with the specific provision of these Bylaws.

---

## **ARTICLE XV – AMENDMENTS**

These Bylaws may be amended or repealed, or new Bylaws may be adopted, by two thirds vote of the members in good standing, present and voting at a meeting of the Chapter provided that the proposed amendment has been submitted in writing at a prior meeting, and that notice of the proposed change, and the date at which the proposed change is to be voted on, shall be distributed by the Corresponding Secretary to each member, not less than thirty days prior to the date of the meeting at which the action thereon shall be taken.

---

## **ARTICLE XVI - DELIVERY OF NOTICES AND OTHER CORRESPONDENCE**

Any notice, or other correspondence, to be distributed pursuant to the provisions of these By-laws, may be delivered by any of the following methods: U.S. mail, E-mail, publishing in the official Newsletter either delivered by U.S. mail or as posted on the club's official website.

Submitted by Constitution and Bylaws Committee : April 28, 1954

Amended by Constitution and Bylaws Committee:

January 1, 1968

August 25, 1976

November 16, 1983

April 26, 2000

March 22, 2006

October 25, 2006

April 23, 2008

February 25, 2009

February 27, 2010

November 20, 2013

October 22, 2014

February 22, 2017

June 28, 2017

September 22, 2017

March 27, 2019

August 23, 2023